

**APPLICATION INSTRUCTIONS  
PURSUANT TO  
REGULATIONS FOR THE CONTROL AND ABATEMENT OF AIR POLLUTION**



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY**

**FORM 7O INSTRUCTIONS**  
for OWNERSHIP/NAME CHANGES Only



**TABLE OF CONTENTS**

I. REGIONAL OFFICES .....3

    A. BY COUNTY .....4

    B. BY CITY/LOCALITY .....5

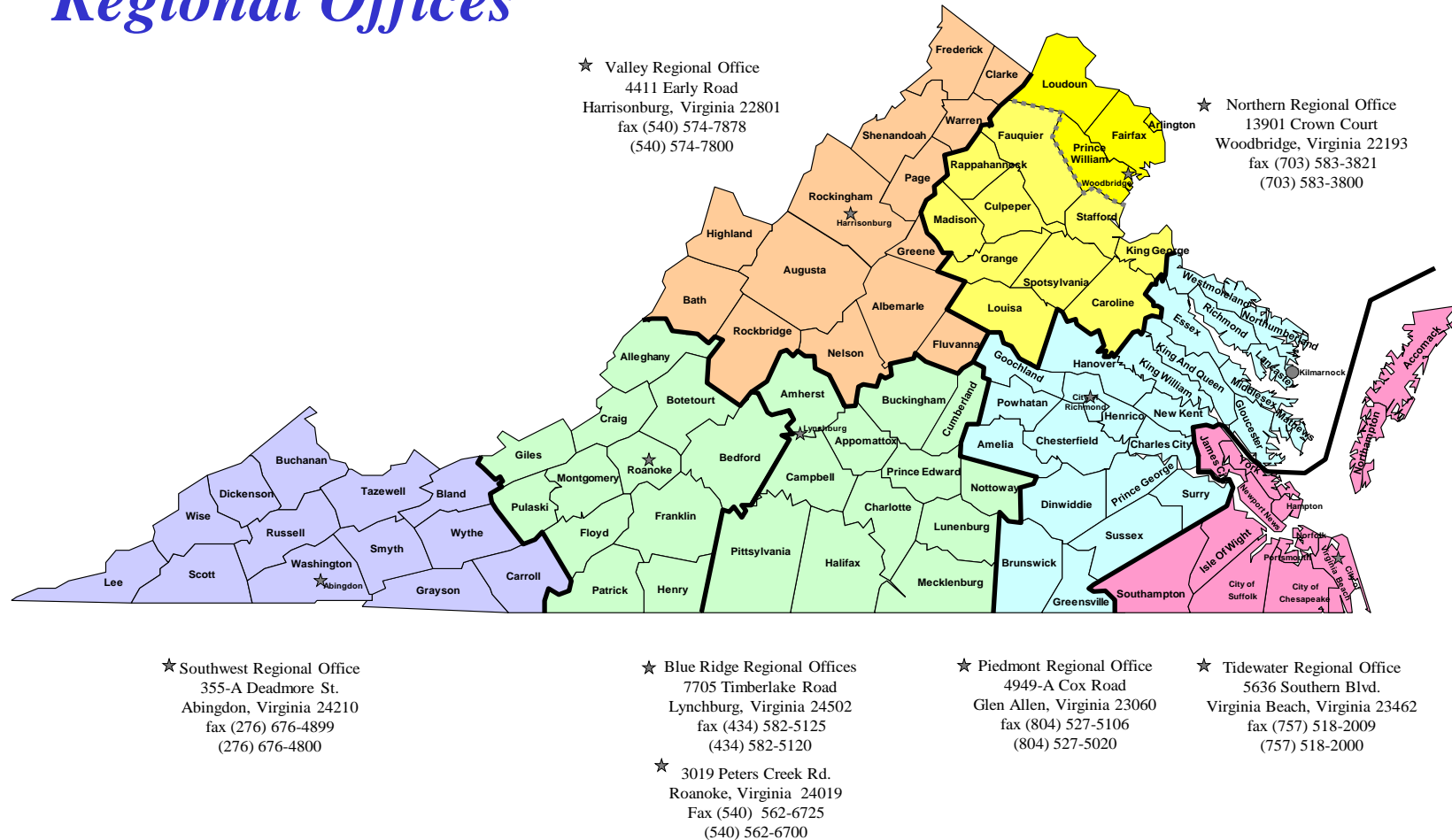
II. DOCUMENT CERTIFICATION FORM.....7

III. PAGES 2 AND 3 - GENERAL INFORMATION .....8

## I. Regional Offices

# DEPARTMENT OF ENVIRONMENTAL QUALITY

## *Regional Offices*



## A. By County

<u>County</u>	<u>Region</u>
Accomack	TRO
Albemarle	VRO
Alleghany	BRRO
Amelia	PRO
Amherst	BRRO
Appomattox	BRRO
Arlington	NRO
Bath	VRO
Bedford	BRRO
Bland	SWRO
Botetourt	BRRO
Bristol	SWRO
Brunswick	PRO
Buchanan	SWRO
Buckingham	BRRO
Campbell	BRRO
Caroline	NRO
Carroll	SWRO
Charles City	PRO
Charlotte	BRRO
Chesapeake	TRO
Chesterfield	PRO
Clarke	VRO
Craig	BRRO
Culpeper	NRO
Cumberland	BRRO
Dickenson	SWRO
Dinwiddie	PRO
Essex	PRO
Fairfax	NRO
Fauquier	NRO
Floyd	BRRO
Fluvanna	VRO
Franklin	BRRO
Frederick	VRO
Giles	BRRO
Gloucester	PRO
Goochland	PRO
Grayson	SWRO
Greene	VRO
Greensville	PRO
Halifax	BRRO
Hampton	TRO
Hanover	PRO
Henrico	PRO
Henry	BRRO
Highland	VRO
Isle of Wight	TRO
James City	TRO

<u>County</u>	<u>Region</u>
King and Queen	PRO
King George	NRO
King William	PRO
Lancaster	PRO
Lee	SWRO
Loudoun	NRO
Louisa	NRO
Lunenburg	BRRO
Madison	NRO
Mathews	PRO
Mecklenburg	BRRO
Middlesex	PRO
Montgomery	BRRO
Nelson	VRO
New Kent	PRO
Northampton	TRO
Northumberland	PRO
Norton	SWRO
Nottoway	BRRO
Orange	NRO
Page	VRO
Patrick	BRRO
Pittsylvania	BRRO
Powhatan	PRO
Prince George	PRO
Prince Edward	BRRO
Prince William	NRO
Pulaski	BRRO
Rappahannock	NRO
Richmond	PRO
Roanoke	BRRO
Rockbridge	VRO
Rockingham	VRO
Russell	SWRO
Scott	SWRO
Shenandoah	VRO
Smyth	SWRO
Southampton	TRO
Spotsylvania	NRO
Stafford	NRO
Surry	PRO
Sussex	PRO
Tazewell	SWRO
Warren	VRO
Washington	SWRO
Westmoreland	PRO
Wise	SWRO
Wythe	SWRO
York	TRO

BRRO – Blue Ridge Regional Office  
 NRO – Northern Regional Office  
 PRO – Piedmont Regional Office

SWRO – Southwest Regional Office  
 TRO – Tidewater Regional Office  
 VRO – Valley Regional Office

## B. By City/Locality

<u>City/Locality</u>	<u>Region</u>
Accomac	TRO
Achilles	PRO
Adner	PRO
Alberta	PRO
Alexandria	NRO
Allmondsville	PRO
Amelia Courthouse	PRO
Ark	PRO
Arlington	NRO
Ashland	PRO
Aylett	PRO
Bacon's Castle	PRO
Ballsville	PRO
Barhamsville	PRO
Bavon	PRO
Beach	PRO
Beaverdam	PRO
Bedford	BRRO
Belle Haven	TRO
Bensley	PRO
Bertrand	PRO
Big Stone Gap	SWRO
Blacksburg	BRRO
Bland	SWRO
Bloxom	TRO
Bon Air	PRO
Boones Mill	BRRO
Bottoms Bridge	PRO
Bowlers Wharf	PRO
Brays Fork	PRO
Brodnax	PRO
Brunswick	PRO
Buchanan	BRRO
Buena Vista	VRO
Burgess	PRO
Burrowsville	PRO
Butylo	PRO
Cabin Point	PRO
Callao	PRO
Cape Charles	TRO
Caret	PRO
Carson	PRO
Cartersville	PRO
Center Cross	PRO
Central Garage	PRO
Champlain	PRO
Charles City	PRO
Charlottesville	VRO
Cheriton	TRO
Chesapeake	TRO
Chester	PRO
Chesterfield	PRO
Chilhowie	SWRO
Chincoteague	TRO
Christiansburg	BRRO

<u>City/Locality</u>	<u>Region</u>
Chula	PRO
Church View	PRO
Claremont	PRO
Clintwood	SWRO
Coatesville	PRO
Cobbs Creek	PRO
Cochran	PRO
Coeburn	SWRO
Coles Point	PRO
Collinsville	BRRO
Colonial Beach	PRO
Colonial Heights	PRO
Columbia	PRO
Covington	BRRO
Crozier	PRO
Daleville	BRRO
Damascus	SWRO
Danieltown	PRO
Danville	BRRO
Darvills	PRO
Deltaville	PRO
Dendron	PRO
DeWitt	PRO
Dinwiddie	PRO
Disputanta	PRO
Doswell	PRO
Dublin	BRRO
Dunnsville	PRO
Eagle Rock	BRRO
Eastville	TRO
Ebony	PRO
Edgerton	PRO
Elberon	PRO
Emporia	PRO
Ettrick	PRO
Exmore	TRO
Fair Port	PRO
Fairfax	NRO
Falls Church	NRO
Farnham	PRO
Fife	PRO
Fincastle	BRRO
Fleeton	PRO
Floyd	BRRO
Ford	PRO
Franklin	TRO
Fredericksburg	NRO
Galax	SWRO
Gasburg	PRO
George's Tavern	PRO
Glade Spring	SWRO
Glen Allen	PRO
Glenns	PRO
Gloucester	PRO
Gloucester Point	PRO

<u>City/Locality</u>	<u>Region</u>
Goochland	PRO
Gray	PRO
Gressitt	PRO
Greys Point	PRO
Grundy	SWRO
Gum Spring	PRO
Gwynn	PRO
Hadensville	PRO
Hague	PRO
Hallwood	TRO
Hampton	TRO
Hanover	PRO
Harrisonburg	VRO
Hartfield	PRO
Haynesville	PRO
Haysi	SWRO
Heathsville	PRO
Highland Springs	PRO
Hillsville	SWRO
Holdcroft	PRO
Hollins	BRRO
Homeville	PRO
Hopewell	PRO
Hull Neck	PRO
Independence	SWRO
Irvington	PRO
Jarratt	PRO
Jetersville	PRO
Jonesville	SWRO
Keller	TRO
Kilmarnock	PRO
King & Queen	PRO
King William	PRO
Kinsale	PRO
Lakeside	PRO
Lancaster	PRO
Lanexa	PRO
Laurel	PRO
Lawrenceville	PRO
Lebanon	SWRO
Leedstown	PRO
Lerty	PRO
Lewisetta	PRO
Lexington	VRO
Lilian	PRO
Littleton	PRO
Litwalton	PRO
Lively	PRO
Loretto	PRO
Lottsburg	PRO
Low Moor	BRRO
Lyells	PRO
Lynchburg	BRRO
Maidens	PRO
Manakin-Sabot	PRO

BRRO – Blue Ridge Regional Office  
 NRO – Northern Regional Office  
 PRO – Piedmont Regional Office

SWRO – Southwest Regional Office  
 TRO – Tidewater Regional Office  
 VRO – Valley Regional Office

## By City/Locality (Continued)

<u>City/Locality</u>	<u>Region</u>
Manassas	NRO
Manassas Park	NRO
Mangohick	PRO
Mannboro	PRO
Manquin	PRO
Marion	SWRO
Martinsville	BRRO
Matoaca	PRO
Matthews	PRO
McKenney	PRO
Meadows of Dan	BRRO
Mechanicsville	PRO
Melfa	TRO
Midlothian	PRO
Millers Tavern	PRO
Mobjack	PRO
Moneta	BRRO
Montpelier	PRO
Montross	PRO
Moon	PRO
Morattico	PRO
Morven	PRO
Moseley	PRO
Mount Holly	PRO
Mundy Point	PRO
Narrows	BRRO
Nassawadox	TRO
Naxera	PRO
New Castle	BRRO
New Kent	PRO
New Point	PRO
Newport	BRRO
Newport News	TRO
Newtown	PRO
Norfolk	TRO
Nuttsville	PRO
Oak Grove	PRO
Oilville	PRO
Old Church	PRO
Onancock	TRO
Onley	TRO
Painter	TRO
Parksley	TRO
Pearisburg	BRRO
Petersburg	PRO
Poquoson	TRO
Portsmouth	TRO
Potomac Beach	PRO
Powhatan	PRO
Prince George	PRO
Providence Forge	PRO
Pulaski	BRRO
Purdy	PRO
Radford	BRRO
Reedville	PRO

<u>City/Locality</u>	<u>Region</u>
Remlik	PRO
Richlands	SWRO
Richmond, City of	PRO
Ridgeway	BRRO
Ripplemead	BRRO
Roanoke	BRRO
Rock Castle	PRO
Rockville	PRO
Rocky Mount	BRRO
Roxbury	PRO
Rural Retreat	SWRO
Saint Stevens Church	PRO
Salem	BRRO
Saluda	PRO
Sandston	PRO
Sandy Point	PRO
Saxis	TRO
Scotland	PRO
Scotts Fork	PRO
Severn	PRO
Shackelfords	PRO
Sharps	PRO
Short Pump	PRO
Skippers	PRO
Smith Point	PRO
Spring Grove	PRO
Staunton	VRO
Stevensville	PRO
Stingray Point	PRO
Stony Creek	PRO
Stratford Hall	PRO
Stuart	BRRO
Studley	PRO
Suffolk	TRO
Surry	PRO
Sussex	PRO
Sutherland	PRO
Tabscott	PRO
Talleysville	PRO
Tangier Island	TRO
Tappahannock	PRO
Tazewell	SWRO
Templeman	PRO
Trenholm	PRO
Troutville	BRRO
Urbana	PRO
Valentines	PRO
Varina	PRO
Village	PRO
Vinton	BRRO
Virginia Beach	TRO
Wachapreague	TRO
Wakefield	PRO
Walkerton	PRO
Walnut Point	PRO

<u>City/Locality</u>	<u>Region</u>
Ware Neck	PRO
Wares Wharf	PRO
Warner	PRO
Warsaw	PRO
Water View	PRO
Waverly	PRO
Waynesboro	VRO
Weems	PRO
West Point	PRO
White Stone	PRO
White Marsh	PRO
White Plains	PRO
Wicomico Church	PRO
Williamsburg	TRO
Wilsons	PRO
Winchester	VRO
Windmill Point	PRO
Winterpock	PRO
Wise	SWRO
Wytheville	SWRO
Yale	PRO

BRRO – Blue Ridge Regional Office  
 NRO – Northern Regional Office  
 PRO – Piedmont Regional Office

SWRO – Southwest Regional Office  
 TRO – Tidewater Regional Office  
 VRO – Valley Regional Office

## II. Document Certification Form

Various provisions of the Regulations for the Control and Abatement of Air Pollution require that certain documents submitted to the Board or the Department be signed by a responsible official with certification that the information contained in the statement is accurate to the best knowledge of the individual certifying the statement. Documents covered by this requirement include, but are not limited to, permit applications, registrations, emission statements, emission testing and monitoring reports, or compliance certifications. The certification should include the full name, title, signature, date of signature, and telephone number of the responsible official. A responsible official is defined as follows ([9 VAC 5-20-230 A.](#)):

- a. For a business entity, such as a corporation, association or cooperative, a responsible official is either:
  1. The president, secretary, treasurer, or a vice-president of the business entity in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the business entity; or
  2. A duly authorized representative of such business entity if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), or (ii) the authority to sign documents has been assigned or delegated to such representative in accordance with procedures of the business entity.
- b. For a partnership or sole proprietorship, a responsible official is a general partner or the proprietor, respectively.
- c. For a municipality, state, federal, or other public agency, a responsible official is either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

**Certification is required with each application submittal, including amendments to an application (i.e. new pages, revisions to existing pages and other amendments to application information).**

Reference: Regulations, [9 VAC 5-80-1140 D.](#) Letters, phone calls, etc. are considered additional supplementary information to the certified application submittal.

### III. Pages 2 and 3 - General Information

**PERSON COMPLETING FORM AND DATE** – Provide the name of the person that completed the form, along with the date completed.

**REGISTRATION NUMBER** - Give the registration number assigned to the facility if applicable.

**COMPANY AND DIVISION NAME** - List the official company name and the division if applicable.

**FIN** – Give the federal ID number assigned to the facility.

**MAILING ADDRESS** - List the mailing address that corresponds to the facility on this application.

**EXACT SOURCE LOCATION** - Provide a description of the facility location indicating street address (911 address if available) or directions to facility; provide a map pinpointing the exact source location and specify where the plant property boundaries are, if requested by the regional office; provide a plant layout with dimensions of all buildings (height, length, width) at the facility indicating all stack and emission point locations by stack or reference number, if requested.

**TELEPHONE NUMBER** - List the phone number at the facility.

**NUMBER OF EMPLOYEES AT SITE** - List the number of employees at the facility.

**PROPERTY AREA AT SITE** - List the area in acres.

**PERSON TO CONTACT ON AIR POLLUTION MATTERS** - Provide the name/title of a contact person for air pollution matters.

**PHONE NUMBER** - Provide a phone number at which DEQ staff can reach the contact person.

**FAX PHONE NUMBER** - Provide the fax number of the contact person, if there is one.

**E-MAIL ADDRESS** - Provide an E-mail address of the contact person, if you wish to communicate with DEQ by e-mail.

**LAT/LONG COORDINATES OR UTM COORDINATES OF FACILITY** – Provide the latitude and longitude coordinates or UTM Coordinates of the facility.

**REASON FOR SUBMISSION** - Check the appropriate box(es) and the applicable regulation(s).

1. "Notification of Change in Ownership" means that you simply are notifying DEQ of the changes as required by regulation. Requests to update a permit for the change should be made by completing the "Permit Amendment" field.
2. "Notification of Facility Name Change" means that you simply are notifying DEQ of the changes as required by regulation. Requests to update a permit for the change should be made by completing the "Permit Amendment" field.
3. "Notification of Owner Name Change" means that you simply are notifying DEQ of the changes as required by regulation. Requests to update a permit for the change should be made by completing the "Permit Amendment" field.
4. "Other" means that you are notifying DEQ of some administrative change. Please indicate what the change is. Requests to update a permit for the change should be made by completing the "Permit Amendment" field.

**PERMIT AMENDMENT REQUESTED** – Check the appropriate box to indicate if the facility permit(s) should be updated to reflect the new company name and information, through the administrative amendment process. Changing company name on the permit document is optional.



**PRODUCTS MANUFACTURED/SERVICED** - Indicate the type of business in which this facility is engaged, listing products produced and/or services performed.

**SIC CODE(S)** - Provide all 4-digit Standard Industrial Classification Code(s) for this facility and for the process(es). Place primary SIC in the first set of blocks.

Reference website: <http://www.osha.gov/pls/imis/sicsearch.html>

**NAICS CODE(S)** - Provide all 6-digit North American Industry Classification System Code(s) for this facility and for the process(es). Place primary NAICS in the first set of blocks.

Reference website: <http://www.census.gov/epcd/naics07/>

**FACILITIES UNDER COMMON OWNERSHIP** - List the facilities in Virginia that are owned by the applicant company, its subsidiaries, and its parent company. Include air permit registration number of facility if known.